

## SCOPE OF WORK - MEETING ROOM FUNCTION FOR CGH ASIA REGIONAL TRAINING

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### (1) BACKGROUND/STATEMENT OF NEED

CDC Thailand has been selected to conduct the Center for Global Health (CGH) Asia Regional Training which will be held in Bangkok during October 28 – November 8, 2019. The Regional Training is CDC's version of State FSI in the field and is held in Asia every two years. The training includes 18 – 20 classes with over 300 staff of instructors, facilitators, and participants coming from USA, other presence countries, and Thailand offices to participate in this event.

### (2) OBJECTIVE(S)

To provide an interactive workshop for over 300 CDC staff to share their experiences and to help participants acquire the skills, knowledge, and attitudes for productivity and value added to work performances. CDC Thailand requires meeting room service in order to conduct and accommodate all type of activity within one place.

### (3) REQUIREMENTS/SCOPE OF WORK

*Contractor shall provide the following services:*

- a) Six meeting rooms that each room can accommodate up to 35 participants*
- b) Round table (classroom) set up for 35 participants each room*
- c) One set of LCD projector with projection screen ready for use in each room*
- d) Stationery such as notepads, pencils, and rubbers are provided in each room*
- e) Drinking water supply available in front of meeting room*
- f) Podium and microphones*
- g) Flipchart with markers*
- h) Backdrop wording*
- i) Wi-Fi access*
- j) Direction display board/sign of training/workshop rooms are available in hallways*
- k) Point of contact personnel to assist/coordinate during workshop activities*
- l) IT personnel for technical support must be available and be knowledgeable in operating IT/AV equipment upon request*
- m) The venue must be located in Bangkok downtown where several choices of public transportation are available and/or within 3 km of walking distance from Embassy of the United States*

*n) Parking space available during workshop/training period*

(4) OTHER ADDITIONAL INFORMATION

- Contractor must be authorized to provide services in Thailand.
- Contractor must be able to meet the dates of requirement.
- Period of performance is October 28 – November 8, 2019.
- All class and workshop in meeting rooms take place during 08.00-17.00hr on Monday-Friday.
- Payment shall be made after service is completed with 30 days credit.